

APPLICATION & CHECKLIST - VOLUNTARY ANNEXATION APPLICATION

15 North Old Spanish Trail • Umland, Texas 78640 • (512) 398-7399 • Email city@uhlandtx.us

Project Name/Address: _____

The following items are required to be submitted to the Planning Department in order for the application to be accepted for review.

1. Letter requesting annexation, signed and dated by all property owners and detailing the following information:
 - a. The name of the property owner(s)
 - b. The street address of the property
 - c. Tax appraisal district property ID number(s)
 - d. Acknowledgement that the property is contiguous to the current city limits.
 - e. Identify the number of residents living on the property.
 - f. Current use of the property.
 - g. Proposed use of the property
2. Map of the subject property
3. A legal description of the property (including a survey, field notes or legal description – subdivision, lot, and block) - label as Exhibit A.
4. Ownership Documents. Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.

5. Application Fee: See Ordinance #168 for fees.
Property Information

Owner: _____

Address: _____

Phone: _____ Email: _____

Acreage: _____ Property: _____

Legal Description: _____

Number of Lots: _____ Proposed use: _____

Agent: _____

The signature of owner authorizes City of Umland staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note:** The agent is the official contact person for this project the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check one)

_____ I will represent my application before city staff and the City Council.

_____ I hereby authorize the person named below to act as my agent in processing this application before the City Staff.

Owner Name (printed) **Phone**

Owner Address **City** **State** **Zip**

Owner Signature **Date** **Email Address**

General Process

- Owner meets with Staff for pre-petition meeting and submittal meeting.
- City Attorney will review request for compliance with Local Government Code.

- Staff reviews the request and prepares public hearing calendar and analysis for City Council
- City Council Public Hearing

REQUEST FOR ANNEXATION OF SPARSELY POPULATED AREAS BY THE OWNER(S) OF AREA

TO THE HONORABLE MAYOR
AND CITY COUNCIL OF THE
CITY OF UHLAND, TEXAS:

The undersigned owners of the hereinafter described tract of land, pursuant to Texas Local Government Code Section 43.028, hereby petition the City of Uhland to extend the present City Limits so as to include as a part of the City that certain tract of land described in Exhibit "A" attached hereto and made a part hereof.

The undersigned owners hereby certify that:

- (1) The tract of land described in Exhibit "A" is located contiguous and adjacent to the existing corporate limits of the City of Uhland, Texas; and
- (2) The tract of land described in Exhibit "A" is one-half (1/2) mile or less in width; and
- (3) The tract of land described in Exhibit "A" is vacant and without residents, or on which less than three (3) qualified voters reside; and
- (4) This petition is signed and duly acknowledged by each and every individual or corporation having a proprietary interest in said land.

NAME (PRINT)

DATE

SIGNATURE: _____

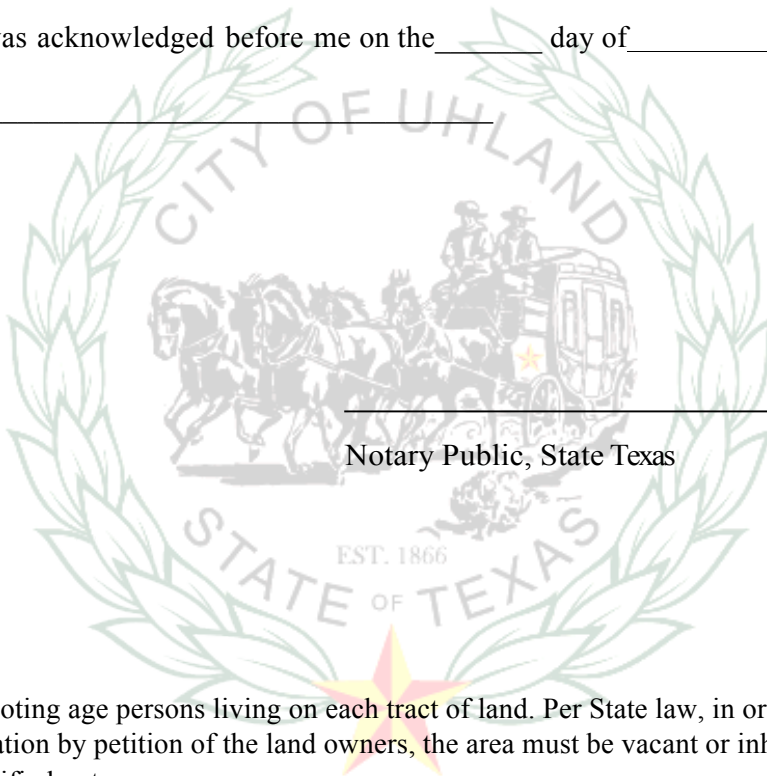
(ACKNOWLEDGEMENT)

STATE
OF
TEXAS

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____, 20____

By _____



Notary Public, State Texas

List all qualified voting age persons living on each tract of land. Per State law, in order for an area to be eligible for annexation by petition of the land owners, the area must be vacant or inhabited by fewer than three (3) qualified voters

TRACK #

NAME:

MAILING ADDRESS:
